



## **CTE Specialist, FFA Job Description**

The student leadership unit within the division of college, career and technical education works to ensure that Tennessee students are offered opportunities to explore careers and apply technical, academic, and soft skills which prepare them for postsecondary and career success. This is achieved through the promotion of statewide career and technical education student organizations that are relevant, high-quality and rigorously assessed on an annual basis. We collaborate with leaders in industry, secondary, and postsecondary education to align our organizations and events with the current needs and trends of Tennessee's businesses and industries.

The FFA CTE Specialist position will be available [online](#) July 27, 2016. ~~The application period will close at 11:59 p.m. on Aug. 10, 2016.~~ This position has a salary range up to \$56,400 depending on qualifications. The position can be accessed here: <http://tn.gov/education/topic/career-opportunities>. Interested candidates should send a cover letter, resume, and writing sample to [Heather.Justice@tn.gov](mailto:Heather.Justice@tn.gov) prior to 11:59 p.m. (CST) on Aug. 10, 2016.

### **Position Description:**

Provide leadership, daily oversight, and coordination of all regional and state FFA activities and responsibilities by planning and coordinating regional and state FFA events and educational programs. This will be done while implementing Tennessee FFA goals and developing a positive image for Tennessee FFA, Agricultural Education, and the Tennessee Department of Education. This positions reports directly to the Director of Student Leadership in the Office of Career and Technical Education, Tennessee Department of Education.

### **Requirements:**

- Exemplify the Tennessee department of education's core values of excellence, optimism, judgment, courage, and teamwork
- Belief in the ability that all students can achieve; providing support and opportunities for all students to succeed
- Bachelor's degree in related field
- Preferred minimum five years' experience as a teacher and in advising FFA
- Experience in event planning and coordinating events
- Excellent written and verbal skills
- Strong organizational and teamwork skills

### **Responsibilities:**

- Serve as a liaison between Tennessee FFA and national agriculture education organizations.
  - Participate in quarterly conference calls with the National FFA Organization and regularly communicate with Local Program of Success specialist for the southern region.
  - Attend the National FFA Convention, National Association of Supervisors of Agriculture Education Convention, and the National Agriculture Education Summit.
  - Serve on Tennessee Team AgEd and the FFA Board of Directors and participate in meetings.
  - Maintain accurate regional and statewide advisor contact information.
  - Assist with data collection for the Tennessee FFA annual report and other department surveys as needed.
- Collaborate with regional FFA coordinators to develop uniform planning and support for FFA



- Collaborate with CTE specialists within the Student Leadership unit to create consistent and high quality events, holistic teacher support materials, and projects which support the goals of the department.
- Increase membership enrollment in existing chapters and promote the development of new high school and middle school chapters.
- Work with agricultural teachers to develop balanced programs by supporting teachers in implementation of FFA and Supervised Agricultural Experience (SAE) in the classroom in order to achieve course standards.
- Provide administrative support and technical assistance to agricultural teachers.
  - Assist with online membership, registration, awards, and other FFA technical support.
    - Promote the FFA affiliate program.
    - Communicate and reinforce fall and spring rosters, dues, and deadlines.
  - Answer phone calls and emails within 48 hours of receipt.
  - Offer assistance in Career Development Event (CDE) and Leadership Development Event (LDE) training.
  - Provide teacher development sessions at the following events:
    - Institute for CTE Educators
    - Tennessee Association of Agriculture Educators sessions
    - New teacher trainings and retreats
    - Fall Leadership Conferences
    - FFA State Convention
    - Regional events and trainings
    - Local trainings as requested
- Coordinate the following regional and state events and activities in conjunction with other FFA Regional Specialists:
  - Tennessee's 26 state CDE's / LDE's including but not limited to: livestock, dairy, soils, nursery, mechanics, speaking, team speaking, and agricultural sales.
  - FFA leadership workshops, including but not limited to: Greenhand Conference, Regional Officer Retreat, and state Tennessee leadership conferences.
  - Interviews, including but not limited to: Stars, state officer candidates, and nominating committee candidates.
- Provide up-to-date communications with teachers by promoting and maintaining a regional event calendar and a state event calendar, updating the state FFA website, and sending event update emails and reminders to advisors.
- Train state FFA officers, providing personal growth and leadership development opportunities throughout their year of service using the following events and activities:
  - Executive Committee Meetings, Blast Off, National Leadership Conference for State Officers, Service Project, Youth Citizenship and Government, Chapter Visits
- State convention planning and preparation, including but not limited to: confirming nominating committee student members, on stage winners, Stars, and state degree recipients; providing for state proficiency judging at Camp Clements; and helping coordinate judges for state CDE and Agriscience fair events.
- Work with postsecondary teacher education programs to provide support and information for pre-postsecondary agricultural education majors.
- Create and participate in goodwill tour events.
- Schedule state officer chapter visits.